

CURRICULUM COMMITTEE NEW COURSE CHECKLIST

*How long*

1. Course: Administrative Career Training Course

Course objectives and a course outline are attached.

It is a DA directorate-specific course in the orientation category for the CT program.

2. Customers:

The course was requested by the ExCom as part of the effort to expand the CT program. The need for the course was identified by the CT Program task force.

3. Students:

The course is directed at DA career trainees, both externals and internals, from all DA offices. Accountability is achieved by weekly quizzes, a final test and critiques.

4. Course Design:

The various DA task force groups who assisted in the design of this course requested an interactive program that would expose the CTs to the working level of DA offices. The method of instruction will be interactive exercises, workshops and a limited number of lecture presentations in areas of topical or technical importance. A number of field trips are also included. External reviewers are the DDA, ADDA, DA Office Directors, STO/DDA and C/CMS/DDA. Three CT working groups have participated in the development of the course; one on workshops, one for the OL exercise, and one for the OP presentations.

5. Course Substance:

Please see the attached course outline.

We have had good feedback so far from STO/DDA, C/CMS/DDA and from the ADDA. DA Office Directors will shortly receive copies of the draft schedule for review.

6. Cost:

One-half man year went into the development and running of the course, plus the efforts of DA office coordinators and CT working groups.

We estimate \$1000 for administrative costs per running and \$5000 for contractor run workshops for each running.

Opportunity costs are minimal.

7. Marketing:

The course will be run for DA CTs and a limited number of DA internals at the outset. Marketing is not a consideration. It is a mandated course.

8. Post Course Review:

The course will be critiqued using the normal CTD format, not based on job evaluations. We will return to the Curriculum Committee with evaluations and change recommendations prior to the second running of the course, now projected for October 1985.